

## RECRUITMENT



### DATA MAIL, INC. Windsor, CT

- + Entry Level Machine Operator (Job ID# 895735)
- + Machine Operator (Job ID#'s 895734)
- + Material Handler (Job ID# 895731)
- + Mechanic (Job ID# 895730)
- + Warehouse Worker (Job ID# 895738)

Wednesday, May 25, 2022  
From 10:00 AM – 1:00 PM  
Hartford American Job Center  
3580 Main Street, Hartford, CT

### JOB INFORMATION AND REQUIREMENTS

#### Entry Level Machine Operator - Job Order # 895735: Position available in Windsor, CT.

- Set up and operate inserter to sort and prepare mail in accordance with United States Postal Services regulations.
- Provide an accurate count of mail produced.
- Perform a variety of quality control functions to ensure total quality of the production of materials.
- Perform preventive maintenance on assigned equipment in accordance with prescribed schedule and procedures.

#### Requirements:

- Thorough understanding of bindery and inserting equipment operation.
- Ability to read ruler and go-no-go gauges.

#### Education:

- High school diploma, GED or equivalent.

#### Machine Operator - Job Order # 895734: Position available in Windsor, CT.

- Set up and operate inserter to sort and prepare mail in accordance with United States Postal Services regulations.
- Provide an accurate count of mail produced. Perform a variety of quality control functions to ensure total quality of the production of materials.
- Perform preventive maintenance on assigned equipment in accordance with prescribed schedule and procedures.

**Requirements:**

- Thorough understanding of bindery and inserting equipment operation.
- Ability to read ruler and go-no-go gauges.

**Education:**

- High school diploma, GED or equivalent.

**Material Handler - Job Order # 895731: Position available in Windsor, CT.**

- Load and unload trailers of incoming and outgoing material using a fork truck.
- Load skids into racks using reach trucks.
- Perform physical inventories and quality checking of all materials.
- Perform other related duties, as required, to achieve the goals and objectives of the department and company.

**Requirements:**

- Ability to operate Raymond reach truck
- Ability to operate a forklift.

**Education/Experience:**

- High school diploma, GED or equivalent.
- 1-2 years of experience in operating a forklift, or equivalent.

**Mechanic - Job Order # 895730: Position available in Windsor, CT.**

- Perform setups on machines in a timely manner.
- Clean machines prior to setups and inspect the machines as a preventive maintenance measure.
- Perform minor electrical testing, such as, change fuses and fix broken wires.
- Keep machine parts cabinet up-to-date.

**Requirements:**

- Ability to use hand and power tools, such as:
  - Standard and metric wrenches and sockets
  - Screwdrivers
  - Electric meter
  - Saws
  - Drills
  - Electric sander/grinder
- Ability to comprehend parts/operator manuals.

**Education/Experience:**

- Trade school plus 1-2 years of experience in machine repair or equivalent.

**Warehouse Worker- Job Order # 895738: Position available in Windsor, CT.**

- Verify that mail is sorting to the correct bin.
- Ensure bins are cleared of mail in a timely manner.
- Replenish trays and other supplies as necessary to keep machines running without interruption.

**Requirements:**

- Must be able to lift up to 50lbs on a regular basis.
- Must be able to stand for long periods of time.

**Education:**

- High school diploma, GED or equivalent.

**Work Schedule:**

- 12 hour shift - day or night available.

## **INTERVIEW PREPARATION INSTRUCTIONS**

❖ Bring Résumé or Outline of Work Experience	❖ Must be at least 18 years of age
❖ Applicant will be subjected to Background Check	❖ Applicant will be subjected to a drug test

For more information visit [www.CTHires.com](http://www.CTHires.com). Click on **Find a Job** then the **Job Number Search** tab. Enter the Job Order Number then click **Search**. (See above for Job ID #)

If you are interested in attending this recruitment event, you **MUST** be a registered user of CTHires to participate in this event. If you are not registered, please visit [www.CTHires.com](http://www.CTHires.com) to register as an Individual prior to the event.

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